



State of Arizona

Department of Health Services

Request For Grant Application (RFGA)

RFGA Number: HR861218

RFGA Due Date / Time: Wednesday, January 30, 2008, at 3:00 P.M. Local Time

Submittal Location: Arizona Department of Health Services
1740 West Adams Street, Room 303
Phoenix, Arizona 85007

Description: Teen Pregnancy and Sexually Transmitted Infections
Prevention Youth Development Programs

A Pre-Application Conference:

Thursday, December 20, 2007 @ 10:00 a.m. 1740 W. Adams Room 309, Phoenix, AZ 85007

<i>Date</i>	<i>Time</i>	<i>Location</i>
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In accordance with Arizona Revised Statutes (A.R.S.) §41-2701, competitive Sealed Grant Applications will be received by the Arizona Department of Health Services, at the above-specified location until the time and date cited.

Applications must be in the actual possession of the Arizona Department of Health Services, on or prior to the time and date, and at the submittal location indicated above. **Late offers will not be considered.**

Applications must be submitted in a sealed envelope or package with the RFGA Number and the Applicant's name and address clearly indicated on the envelope or package. All Applications must be completed legibly in ink or typewritten. Additional instructions for preparing an Application are included in this RFGA.

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the Grant Solicitation Contact Person.

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE RFGA.

Grant Officer:

Christine Ruth

Telephone: (602) 542-0442 or e-mail: ruthc@azdhs.gov



GRANT APPLICATION
RFGA NO. HR861218

Arizona Department Of Health Services
1740 W. Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax

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GRANT APPLICATION
RFGA NO. HR861218

Arizona Department Of Health Services
1740 W. Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax

The Undersigned hereby applies and agrees to furnish the materials, service(s) or construction in compliance with all the terms, conditions, specifications, any amendments in the Request and any written exceptions in the Application.

Applicant's Arizona Transaction (Sales) Privilege Tax License Number: _____

Applicant's Federal Employer Identification Number: _____

Applicant's Name _____

Name of Person Authorized to Sign Application
(Please type or print) _____

Street Address _____

Title of Authorized Person _____

City _____ State _____ Zip Code _____

Signature of Authorized Person _____ Date _____

Telephone Number: _____

Facsimile Number: _____

E-Mail Address: _____

Acknowledgement of Amendment(s):
(Applicant acknowledges receipt of amendment(s) to the Request for Grant Application and related documents numbered and dated

Amendment No. Date

Amendment No. Date

ACCEPTANCE OF APPLICATION AND GRANT AWARD

(For State of Arizona Use Only)

Your Application, dated December 31, 2007, is hereby accepted as described in the Notice of Award. You are now bound to perform based upon the RFGA and your Application, as accepted by the State.

This Grant will henceforth be referred to as Grant Number HR861218 -

You are hereby cautioned not to commence any billable work or provide any material, service or construction under this Grant until you receive an executed purchase order, grant release document, or written notice to proceed, if applicable.

State of Arizona

Awarded this _____ day of _____ 2008.

State Government Administrator

INTRODUCTION

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STATEMENT OF PURPOSE

The Arizona Department of Health Services Bureau of Women's and Children's Health (ADHS/BWCH) is pleased to announce the availability of funds for the purpose of providing funding for teen pregnancy prevention education services.

The Arizona Department of Health Services (ADHS), Bureau of Women's and Children's Health (BWCH), mission is to strengthen the family and the community by promoting and improving the health status of women, infants, and children. This is accomplished through the provision of community-based services and the facilitation of systems development. The functional structure of BWCH includes the following sections: assessment and evaluation; planning, education and partnership; community services; and business and finance. BWCH manages and distributes funding that provides services to reduce the mortality and morbidity among women and children, increase access to health care, and reduce health disparities. For more information on the specific programs, visit www.azdhs.gov/phs/owch/.

The Bureau of Women's and Children's Health oversees the Adolescent Sexual Health Programs which include reproductive health/family planning services, local county health department teen pregnancy prevention projects, the comprehensive sexuality education services projects, and the abstinence education program. Recognizing the important role that parents and caregivers have in educating children regarding sexual health issues and risk taking behaviors, parent education services have been added to the Adolescent Sexual Health Programs. These programs are working together toward the common goal of reducing teen pregnancy, teen births and sexually transmitted infections among young people. The Adolescent Sexual Health Program also supports Healthy People 2010 and facilitates achievement of the Bureau of Women's and Children's Health Strategic Plan.

Proposition 203, The Healthy Arizona Initiative, was passed by Arizona voters in November 1995, authorizing the use of lottery funds when available to be utilized for teen pregnancy prevention programs. According to Chapter 190-421R, Section 2. Community Grants, "the department of health services shall establish contracts to educate and mobilize local communities in developing culturally diverse programs and strategies that are designed to reduce the incidence of teenage sexual activity and sexually transmitted diseases among teenagers in Arizona". The funds from the lottery became available in July 2005. The Arizona Department of Health Services, Bureau of Women' and Children's Health (BWCH), Adolescent Sexual Health Programs, is charged with the implementation of these funds.

Approximately \$700,000 will be available for each twelve (12) month period. The grants may be renewed for a total of four additional years, if funding remains available.

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WHAT WILL BE FUNDED WITH THIS GRANT APPLICATION

In an effort to reduce teen pregnancy in the state, ADHS has proposed the following goals:

Goal 1: Annually reduce the number of pregnancies by 1.5 per 1,000 teenage girls age fifteen (15) through nineteen (19)

Goal 2: Annually reduce the number of repeat pregnancies by .5 per 1,000 teenage girls age fifteen (15) through nineteen (19)

The intent of the funds is to provide for the development and implementation of community based, multi-faceted youth development programs that address the problems of teen pregnancy and sexually transmitted infections among youth. Programs must employ research based strategies that have been demonstrated to be effective or those that have been shown to have promise in reducing the incidence of sexually transmitted infection among youth and reducing the rate of teen pregnancy. Programs should be consistent with findings on programs to reduce teen pregnancy such as those stated in Emerging Answers, by Douglas Kirby, 2001, and the characteristics of effective programs as stated in a working paper entitled "The Impact of Sex and HIV Education Programs of Youth in Developing and Developed Countries", by Douglas Kirby, 2005. Programs must also incorporate a youth development approach. Funded programs must be medically and scientifically accurate.

Refer to www.teenpregnancy.org for information on Emerging Answers, www.fhi.org/en/youth/youthnet/publications/youthresearchworkingpapers for a copy of the working paper.

Grantees may utilize methods that are appropriate for the demographics and particular characteristics of their community to achieve program standards and outcomes. Grantees will have the flexibility to implement the program in a manner that "fits" their neighborhood or community. Adolescent Sexual Health Programs work to insure that differences in culture, family structure, personal and family values, and resources are respected among communities throughout the state.

Curricula for youth, parents, teachers and youth workers will be considered on a case-by-case basis and must be submitted with the application with the primary instructional materials planned, including any videos or DVD's. Curricula proposed for use in a public school based setting must be in conformity with the Arizona State Board Rule R-7-2-303, Arizona Revised Statutes 15-711 and 15-716 and any other requirement as provided by the Arizona Department of Education. Regulations and more information regarding instruction in a public school-based setting can be found at www.azsos.gov and www.ade.state.az.us/health-safety.

Applications must utilize youth development strategies that address one or more of the following priority areas:

1. Reduce Second Pregnancies Among Teens
2. Develop and Implement Culturally Sensitive Programs to Reduce Teen Pregnancy in the Latino Community
3. Develop and Implement Programs that Involve Boys and Young Men in Teen Pregnancy Prevention

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ELIGIBLE APPLICANTS

Private nonprofit agencies, tribal agencies, and other public agencies are eligible to apply. (Nonprofit agencies are classified as 501c 3 by the Internal Revenue Service.)

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SPECIAL INSTRUCTIONS TO APPLICANTS

1. Pre-Application Conference:

Prospective applicants are invited to attend a pre-application conference. Attendance is not required. The date, time, and location of this conference are indicated on the cover page. This conference will be to clarify the contents of this request for grant applications in order to prevent any misunderstanding of the Department's position. Any doubt as to the requirements of this request for applications or any apparent omission or discrepancy should be presented to the Department at this conference. The Department will then determine the appropriate action necessary, if any, and issue a written amendment to the request for grant applications. Oral statements or instructions shall not constitute an amendment to this request for applications.

2. Application Opening:

Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read at this time. After grant award, the applications and evaluation documents shall be open for public inspection.

3. Evaluation Criteria:

Grant Applications will be evaluated according to the Grant requirements per ARS §41-2702 F. The evaluation criteria are listed in the relative order of importance and are based on the following:

- a. Narrative executive summary and the scope/logic model, tasks to perform and complete the work
- b. Experience/expertise/reliability and qualifications based on background, history, track record, organization chart, financial statement, staff resumes, letters of reference, and letters of support
- c. Ability to perform services as reflected by availability and suitability of staff resources
- d. Collaboration as demonstrated with memorandums of understanding, sub-contracts and letters from collaborative agencies describing support of the proposed partnership
- e. Itemized budget, budget justification, and price sheet showing proposed cost(s) including other sources of funds
- f. Variety of multiple strategies addressed for the priority areas
- g. Conformance to all other RFGA requirements and conditions

4. Written Questions:

Submit any questions about the RFGA needing clarification, in writing, not later than seven (7) working days prior to the RFGA due date to:

Christine Ruth, Procurement Officer
Arizona Department of Health Services
1740 W. Adams, Room 303
Phoenix, AZ 85007
Phone: 602-542-0442
Fax: 602-542-1741
Email: ruthc@azdhs.gov

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5. Confidential Information:

If an applicant believes that their application contains information that should be withheld, a statement advising the procurement officer of this fact and explaining the reasons for confidentiality shall accompany the submission, and the information shall be so identified wherever it appears. The applicant shall stamp or specifically identify all information believed to be confidential. The information identified by the applicant as confidential shall not be disclosed until the State Government Administrator (or his/her designee) makes a written determination. The Administrator shall review the statement and information and shall determine in writing whether the information shall be withheld. If the Administrator determines the information is not confidential, the Administrator shall inform the applicant in writing of such determination.

6. Discussion:

The Department reserves the option to conduct discussions with applicants. The purpose of these discussions is to provide clarification and to assure full understanding of and responsiveness to the application requirements regarding the grant.

7. Multiple Awards:

ADHS reserves the right to award grants to multiple applicants. It is the intent of BWCH to fund a variety of projects throughout Arizona. Projects providing very similar services will not be funded within the same geographical area. Emphasis will be placed on providing services to as many geographical areas as possible. The Department will ensure that all priority areas (1, 2, and 3) as provided on page 12 and 13, are represented in the applications funded.

8. Application Acceptance Period:

To be eligible for grant award, application cost estimates must be held open for one-hundred twenty (120) days.

9. Collaborative Partnerships within Program Areas:

The state encourages partnerships with other entities and programs within communities. Partnerships and/or collaborative efforts are defined as joint efforts with other entities that could provide additional resources, such as funding, in-kind, direct services, volunteers, and community support. When proposing partnerships, provide letters of agreement or memoranda of understanding describing the roles and responsibilities each partner will assume and signed by appropriate partners.

10. Authorized Signature:

- a. For any document that requires the applicant's signature, the signature provided must be that of the Owner, Partner or Corporate Officer duly authorized to sign grant agreements. Additionally, if requested by ADHS disclosure of ownership information shall be submitted.

- (1) Privately Owned: The Owner must sign the grant application.
- (2) Partnership: A Partner must sign the grant application.
- (3) Corporation: A duly authorized Corporate Officer must sign the grant application.

- b. If a person other than these specified individuals signs the grant application, a Power of Attorney indicating the employee's authority must accompany the grant application. All addenda to the grant application shall be signed by the authorized individual who signed the grant application except that they may be signed by a duly authorized designee.

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HOW TO PREPARE AND SUBMIT APPLICATION

1. Read and familiarize yourself with all sections of this RFGA.
2. Definition of Terms used in this RFGA:
 - a. **Activities** are day-to-day and periodic things that are accomplished to meet the goal(s). They are usually single-faceted, simply stated and numerous.
 - b. **ADHS** means the Arizona Department of Health Services.
 - c. **Attachment** means a document that must be filled out and included as part of the Grant Application.
 - d. **Department** means the Arizona Department of Health Services.
 - e. **Exhibit** means a document included only for informational purposes. It is not intended to be submitted as part of the Grant Application.
 - f. **Key personnel** means staff involved in the planning, administration, operation, or monitoring of this grant.
 - g. **Medically and Scientifically Accurate** information will be determined to be medically and scientifically inaccurate if that information is unsupported or contradicted by a preponderance of peer-reviewed research by leading medical, psychological, psychiatric, and public health publications, organizations and agencies.
 - h. **Shall or Must** indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of an application as non-responsive.
 - i. **Youth Development** indicates approaches to help young people navigate the challenges of adolescence by offering continuous support from adults around them, creating a sense of opportunity before them, and providing a chance to develop skills to help make the most of current and future opportunities. Youth development programs build assets for young people that both protect and motivate them to achieve.
3. **Required Application Information.** The following shall be submitted concurrent with and as part of the Application:

One (1) original and three (3) copies of each application shall be submitted on the forms and in the format specified in the RFGA. If responses are typewritten, they shall be in a 12-point font and single-spaced. The original ink signed application shall be clearly labeled **"ORIGINAL"**. The three (3) copies shall be submitted and marked as "copy". The Department will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative impact on the evaluation of the application. Applications shall have a table of contents, tabs for each section, and shall be provided in one (1)-inch, three (3) ring binders, labeled with the applicant's name and program title. All pages shall be sequentially numbered and material shall be in the following sequence and related to the RFGA:

- a. Table of Contents for entire application with page numbers
- b. Signed Application and Award Document
- c. Terms and Conditions (one (1) set with the original application only)
- d. Written responses to Task Methodologies A-G

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- e. Contact Information, completed
 - f. Attachment 1 – Completed Applicant's Key Personnel
 - g. Attachment 2 – Completed Logic Model Matrix
 - h. Attachment 3 – Completed Applicant's Experiences (provide two (2) references)
 - i. Implementation Plan
 - j. Attachment 4 – Budget Development Worksheet
 - k. Attachment 5 – Completed List of Other Funding Sources
 - l. Attachment 6 – Completed Price Sheet
 - m. Other Attachments: As applicable-for example, copies of subcontracts, examples of applicant's program materials. Other attachments shall not exceed ten (10) pages.
- 4. Submit completed applications on or before December 31, 2007 at 3:00 PM Local Time to the Arizona Department of Health Services, Procurement Office, 1740 W. Adams, Room 303, Phoenix, Arizona, 85007.
 - 5. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
 - 6. ADHS may conduct discussions and suggest changes to the applications. If discussions are conducted, applicants will be invited to modify their applications. The State of Arizona reserves the right to award grants for less than the proposed amount.
 - 7. Keep a copy of this solicitation and submitted grant proposal. If awarded, the Grantee shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

8. FEDERAL IMMIGRATION LAWS, COMPLIANCE BY STATE CONTRACTORS & GRANTEES:

By signing the grant application, the applicant warrants that it and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The applicant shall obtain statements from all proposed subcontractors certifying compliance with this requirement and shall furnish the statements to the procurement officer upon request.

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1. **Grant Term.** The initial term of this Grant shall commence on signature by both parties and shall remain in effect for twelve (12) months unless terminated, canceled, or extended as otherwise provided herein.
2. **Option to Renew Grant.** This Grant shall not bind nor purport to bind ADHS and the Grantee for any grant commitment in excess of the original grant term. ADHS shall have the right, at its sole option, to renew the Grant, in one-year increments, not to exceed a total grant term of four years. If ADHS exercises such rights, all terms, conditions and provisions of the original Grant shall remain the same and apply during the option terms.
3. **Grant Type:** This grant shall be Fixed Price – Cost Reimbursement.
4. **Grant Amendments.** Any change in this Grant, including the Scope of Work, shall only be accomplished by a formal, written grant amendment, signed by the State Government Administrator. Any such amendment shall be within the scope of the grant and shall specify the change; any increase or decrease in Grant amount and the effective date of the change. The Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts and oral communications by or from any person, shall be used or construed as an amendment to this Grant.
5. **Commencement of Work.** All work to be performed under this grant must commence within ninety (90) days of award. Work shall not be performed without a Purchase Order.
6. **Key Personnel.** It is essential the Grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work performed under this Grant. The Grantee must assign specific individuals to key positions of responsibility (**Attachment 1**). Once assigned to work under this Grant, key personnel shall not be removed or replaced without prior notification to the ADHS Program Manager.
7. **Cancellation for Conflict of Interest:** Pursuant to A.R.S. § 38-511, the State may cancel this Grant within three (3) years after Grant execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Grant on behalf of the State is or becomes at any time while the Grant or an extension of the Grant is in effect an employee of or a consultant to any other party to this Grant with respect to the subject matter of the Grant. The cancellation shall be effective when the Grantee receives written notice of the cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State, it may also cancel this Grant as provided in A.R.S. § 38-511.
8. **Suspension or Debarment Status.** If the firm, business or person submitting this Application has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a Grantee with any Federal, State or local government or if any such preclusion from participation from any public procurement activity is currently pending, the Applicant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Application. The Applicant shall include a letter with its Application setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided. The Application of an Applicant who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.
10. **Availability of Funds for the Next Fiscal Year.** Funds may not presently be available for performance under this Grant beyond the current fiscal year. No legal liability on the part of the State for any payment may arise under this Grant beyond the current fiscal year until funds are made available for performance of this Grant. The State shall make reasonable efforts to secure such funds.
11. **Audit.** Pursuant to A.R.S. §35-214, at any time during the term of this Grant and five years thereafter, the Grantee's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Grant.

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- 12. Information Disclosure.** The Grantee shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the State or from others in carrying out its functions under the Grant shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Grant. Persons requesting such information should be referred to the State. The Grantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Grantee as needed for the performance of duties under the Grant, unless otherwise agreed to in writing by the State.
- 13. Accounting Requirements.** All financial records shall be maintained and expenditures made in accordance with the Generally Accepted Accounting Principles to permit accurate tracking of funds to a level of expenditure adequate to ensure proper use of funds.
- 14. Financial Management.** For all Grants, the practices, procedures, and standards specified in and required by the Accounting and Auditing Procedures Manual for the Arizona Department of Health Services funded programs shall be used by the Grantee in the management of Grant funds and by the Department when performing a Grant audit. Funds collected by the Grantee in the form of fees, donations and/or charges for the delivery of these Grant services shall be accounted for in a separate fund.

Federal Funding. Grantees receiving federal funds under this contract shall comply with the certified finance and compliance audit provision of the Office of Management and Budget (OMB) Circular A-133, if applicable.

State Funding. Grantees receiving federal funds under this contract shall comply with the certified Compliance provisions of A.R.S. §35-181.03.

15. Grant Restrictions.

Applicants will provide a copy of all printed or broadcast media or any other educational materials developed using funds awarded under this grant to the ADHS Program Manager for approval. Media and/or printed educational materials will adhere to the required wording as follows: "Funded in part by the Bureau of Women's and Children's Health as made available through the Arizona Department of Health Services."

- 16. Payment.** The Grantee shall submit to ADHS a monthly statement of charges in a form to be provided by ADHS prior to the commencement of services. This form, known as a Contractor's Expenditure Report (CER), shall be submitted for the work completed under an approved program manager in conformance with the price sheet/fee schedule of this grant.
- 17. Arizona Substitute/IRS W-9 Form.** In order to receive payment the Grantee shall have a current Arizona Substitute W-9 Form on file with the State of Arizona, unless not required by law.
- 18. Subcontracts.** The Grantee shall not enter into any Subcontract under this Grant for the performance of this Grant without the advance written approval of the ADHS Program Manager and the State Government Administrator. The Grantee shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Grant.
- 19. Licenses.** Grantee shall maintain, in current status, all Federal, State and local licenses and permits required for the operation of the business conducted by the Grantee.
- 20. Federal Procurement Suspension/Debarment.** All applicants, upon submittal and signature of their application, hereby attest and certify that the company has not been debarred or suspended from Federal procurements.
- 21. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Compliance.** The Grantee warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations and will comply with all applicable HIPAA requirements in the course of this contract. Grantee warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the contract so that both

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the ADHS and Grantee will be in compliance with HIPAA, including cooperation and coordination with the ADHS Privacy Officer and other compliance officials required by HIPAA and its regulations. Grantee will sign any documents that are reasonably necessary to keep ADHS and Grantee in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by ADHS, Grantee agrees to sign the "Arizona Department of Health Services Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Grantee agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Grantee has attended or participated in job related HIPAA training that is: (1) intended to make the Grantee proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADHS HIPAA Compliance Officer.

22. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Grantees shall declare all anticipated offshore services in the Grant Application.

23. Federal Immigration Laws, Compliance by State Contractors. By entering into the Grant, the Grantee warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Grantee shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Grant. The Grantee and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Grant. I-9 forms are available for download at USCIS.GOV

The State may request verification of compliance for any Grantee or subcontractor performing work under the Grant. Should the State suspect or find that the Grantee or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Grant for default, and suspension and/or debarment of the Grantee. All costs necessary to verify compliance are the responsibility of the Grantee.

24. Arbitration: The parties to this Grant agree to resolve all disputes arising out of or relating to this Grant through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes (Title 41).

25. Purchase Orders:

← - - - Formatted: Bullets and Numbering

The Grantee shall, in accordance with all terms and conditions of the Grant, fully perform and shall be obligated to comply with all purchase orders received by the Grantee prior to the expiration or termination hereof, unless otherwise directed in writing by the ADHS Administrator, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Grant.

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26. PANDEMIC CONTRACTUAL PERFORMANCE

1. The State shall require a written plan that illustrates how the contractor shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at anytime prior or post award of a contract. At a minimum, the pandemic performance plan shall include:
 - a. Key succession and performance planning if there is a sudden significant decrease in contractor's workforce.
 - b. Alternative methods to ensure there are products in the supply chain.
 - c. An up to date list of company contacts and organizational chart.
2. In the event of a pandemic, as declared the Governor of Arizona, U.S. Government or the World Health Organization, which makes performance of any term under this contract impossible or impracticable, the State shall have the following rights:
 - a. After the official declaration of a pandemic, the State may temporarily void the contract(s) in whole or specific sections, if the contractor cannot perform to the standards agreed upon in the initial terms.
 - b. The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code.
 - c. Once the pandemic is officially declared over and/or the contractor can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided contract(s).

SCOPE OF WORK / LOGIC MODEL

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TEEN PREGNANCY AND STI PREVENTION

I. **BACKGROUND**

Arizona continues to have high teen pregnancy and teen birth rates even though there have been significant decreases since 1998, following the national trend. In 2004, Arizona had the 5th highest teen birth rate in the United States for females aged 15-19. (Source: National Vital Statistics Reports, Vol. 55, 2006). The Arizona rate was 60.1 per 1000 females aged 15 -19 compared to the United States rate of 41.1 per 1000 for 2004. In 2006, the birth rate among all females 15-19 years old was 59.6 per 1,000 females for Arizona. The highest rates were in Yuma (71.8) Mohave (69.1) and Gila (66.0) counties. In 2006, 40 teens became pregnant every day in Arizona. (Source: Arizona Vital Statistics).

Teens pregnant with their second or later pregnancy have represented approximately 20%-30% of all teen pregnancies for the last nine years. In 2005 approximately 61% of teen births in Arizona were to Latinos. Further, the substantial reduction in teen pregnancy and birth rates in recent years can be attributed, in part, to shifts in the sexual behavior of teen boys. Additional health status statistics can be obtained by accessing the ADHS website at www.azdhs.gov/plan/index.htm.

It is the intent of BWCH to fund a variety of youth development programs around the state. BWCH will ensure that all priorities (1, 2, and 3) are represented in the applications funded.

II. **GRANT PRIORITIES**

- **Priority 1: Reduce Second Pregnancies Among Teens**

In 2005, 3,188 of the 11,748 pregnant teens age 15-19 had been pregnant before. In Arizona the percent of teens pregnant with their second or later pregnancy has remained relatively constant between 1996 and 2005, ranging from 20% to 30%. In 2005, Governor Napolitano convened the *Governor's Commission on the Health Status of Women and Children in Arizona*. A recommendation from the Commission is to reduce teen pregnancies with an emphasis on reducing the number of second pregnancies. This recommendation is also a focus area of the Interagency Workgroup on Teen Pregnancy and STD Prevention.

BWCH is interested in funding programs that 1) employ a youth development approach 2) develop close and long-term relationships with pregnant and parenting youth, 3) are individualized, intense interventions that are developmentally appropriate, 4) discuss the negative aspects of having two or more births before age 20 and establish a mutually agreed upon specific target for future births, 5) encourage teen moms/dads to return/stay in school after a birth and complete their education/training and 6) help young families make plans for their future.

- **Priority 2: Develop and Implement Culturally Sensitive Programs to Reduce Teen Pregnancy in the Latino Community**

In 2005 approximately 61% of teen births in Arizona were to Latinos. Latinos also have disproportionately high rates of poverty and school drop out rates. Latinos are a diverse group, with diverse needs. BWCH is looking to develop and implement youth development programs that better meet those diverse needs and 1) extend to the family unit, working with Latino teens means working with their families, 2) present the case for teen pregnancy prevention in the Latino population while:

- Balancing supporting childbearing and family formation
- Explaining the social, economic, and health benefits of postponing family formation until after the teen years

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- **Priority 3: Develop and Implement Programs that Involve Boys and Young Men in Teen Pregnancy Prevention**

The substantial reduction in teen pregnancy and birth rates in recent years can be attributed, in part, to shifts in the sexual behavior of teen boys. Fewer teen boys are having sexual intercourse. In Arizona slightly less than 43% of 9th through 12th graders reported having sexual intercourse, a decrease from 45% in 2004. Arizona data prior to 2004 is not available but nationwide the decrease in teen boys having sexual intercourse has been 16% since 1991. Use of condoms has also increased and the number of young men reporting multiple partners has declined in this same time period. Specifically targeting young men is an especially important but often neglected strategy.

The pool of literature is small on what works to alter the sexual behavior of boys, but existing research on co-ed programs offers some guidance.

- Programs need to reach beyond the classroom to include out-of-school activities/youth development activities
- Programs with a cultural component are more effective
- Programs need to promote consequence aspects rather than prevention, such as having to pay child support
- Creative outreach efforts are needed to get boys and young men involved
- Parents are a key component

BWCH will be looking to fund programs that reach young males in school, sports activities, clubs and youth groups (gyms, recreation centers, faith centers, etc.), employment and job training activities, juvenile justice programs, drug treatment programs and health care centers.

III. **TASKS – The Logic Model**

The Bureau of Women and Children's Health (BWCH) has incorporated the Arizona Program Design and Evaluation Logic Model (hereafter known as the Logic Model) into its Request for Grant Applications process. The Logic Model was developed by the former Governor's Community Policy Office in collaboration with other State agencies for the purpose of creating a standardized, consistent approach to making grants that identify and describe a sequence of tasks needed to solicit, apply for, and award grants.

The Logic Model emphasizes the interrelationships of designing, implementing, and evaluating programs. More information can be found http://www.azdhs.gov/phs/hiv/using_model.pdf. The applicant will be asked to show these linkages throughout their application. The Logic Model is a useful planning tool that will assure that the proposed program addresses the identified problem of the target population. The tasks outlined in A - G detail the sequential questions and steps required in order to complete the Logic Model. Retype each item and then provide a written response to A - G. Note: first completing Tasks A - F then transferring the relevant information into the Logic Model Matrix form can facilitate completion of the Logic Model Matrix (Attachment 2).

The content of the Logic Model may be modified during the course of the grant period without a contract amendment, upon written approval from the ADHS Program Manager.

A. **EXECUTIVE SUMMARY:** (not to exceed 2 pages, excluding attachments)

Provide an overview of the program that includes a brief summary of your responses to each of the five components of the logic model (Needs Assessment/Resources, Goals and Outcome Objectives, Strategies/Approaches, Implementation Plan/Organizational Capacity, and Programmatic Evaluation Plan). Submit Attachment 2, the Logic Model Matrix.

B. **NEEDS ASSESSMENT/RESOURCES:** (not to exceed 2 pages, excluding attachments)

This section creates a foundation for the application by focusing on problem identification, the individuals or groups to be reached, other people or groups who will play a role in the development or implementation of

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the program, the relevant risk and protective factors/assets, the gathering and analysis of data that will establish the needs to support the identified problem, and the identification of other resources currently directed toward the identified problem.

1. State the problem addressed in this application.
2. Provide detailed information, including local data (e.g. statistics, surveys, focus groups) that validate the identified problem(s) in the community to be served.
3. What are the sources of this data?
4. How was this data collected?
5. How does the data relate to and validate the identified problem? Utilize the data to describe the nature and extent of the problem as it relates to the target population/area.
6. Based on the stated problem, what group(s) of people or communities will the application be targeting?
7. Identify the external team. What other individuals or organizations (key stakeholders who have a stake in the stated problem) are involved in the development and/or implementation of the application and what are their specific roles?
8. Identify the internal team. Who are the individuals within the applicant's organization involved in the development and implementation of the application and what are their specific roles? It will be particularly important to show there will be continuity of staff as the application moves from development to implementation.
9. Select risk factors (those that make an individual more likely to become involved in negative behavior or situations) and/or protective factors (those that help individuals resist negative behavior or situations) that are the most relevant to the stated problem and the target population. If you prefer, this response may be written in terms of "assets to be strengthened."
10. Will the application support or enhance those efforts? If so, how?
11. What other resources (Federal, State, or local funds plus any in-kind resources) in your community are currently being directed toward the stated problem?
12. Describe the applicant's/collaboration's ability to meet the identified needs.
13. Give examples of experience in implementing related programs and the outcomes of those programs.
14. Complete information about two previous contractors/grantors, from which you received funding to provide similar services as those in this grant. Submit Attachment 3.
15. Attach an organization chart with all personnel involved with this grant.
16. Attach detailed job descriptions or resumes.

C. GOALS AND OUTCOME OBJECTIVES: (not to exceed 3 pages)

This section captures the broad statements of intent (goals) and the measurable, time-specific outcomes (objectives) that will address the identified problems/needs. Goals are general and should reflect what changes are desired within your targeted population or area. Objectives should support the goals, should describe specific changes that will be accomplished within a specified period of time and are able to be measured. It is critical that the goals and objectives are realistic in terms of both time and available resources. Therefore, it may be necessary to develop intermediate or short-term objectives. It is also important that the goals and objectives be stated or otherwise explained in ways that DIRECTLY LINK them to the identified problem/needs and the selected risk and protective factors/assets.

1. State the goal(s) that will address the identified problem/need.
2. For each goal, identify an objective(s) that:
 - a. Describes what will change and what will be expected in the targeted population/area (e.g. increase in knowledge, increase in positive changes effecting behavior/attitudes, decrease in risk or increase in protective factors, impact on indicators/statistics provided, etc.);
 - b. Quantifies how much will change (e.g. increase or decrease in numbers, percentages, etc.);
 - c. Gives a specific date by which the change(s) will occur.
 - d. Shall be measurable and achievable
3. Explain how the goals and objectives are linked to the identified problem/needs and the selected risk and/or protective factors.

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D. **STRATEGIES/APPROACHES:** (not to exceed 4 pages, excluding attachments)

This section identifies and describes the interventions chosen to reach the stated goals and outcome objectives. These strategies and approaches can be programs that have already been proven effective in addressing the identified problems/needs; they can be adaptations or strategies selected from effective programs, or they can be programs the applicant has created. If an original or adapted program is proposed, include supporting science-based theory related to the particular problem/need and target population/area being addressed.

1. Describe the strategies/approaches (program) that will be used to meet the goals and objectives.
2. Explain how the selected strategies/approaches fit with the problem/need and will lead to achieving the stated goals and objectives.
3. Describe the extent to which the community is ready to improve current conditions and implement the selected strategies/approaches.
4. Attach letters of support, memorandums of understanding, copies of subcontracts, and letters from collaborative agencies describing support of the proposed partnership. The letters and memorandums shall include each partner's contribution to the program.
5. Identify the science-based theory and best practices program(s) or community based promising programs that support the strategies/approaches and explain how they apply to the targeted population/area. Provide any program evaluation data that support strategies/approaches for the targeted population(s)/area(s).
6. If adapting a proven program, explain what the adaptations are and why they are being made.
7. Describe how the program is different from services already being provided by your organization.
8. How do the strategies/approaches connect to the selected risk and protective factors/assets?
9. Describe the characteristics of the targeted population and explain, as needed, how the strategies/approaches are culturally competent, age appropriate, and gender responsive.
10. Describe how the project addresses health disparities in the target audience.
11. Indicate whether each strategy/approach is population based, infrastructure building, enabling services, or direct health care. (Exhibit 1 – maternal and child health pyramid) Applications with strategies that predominantly address clinical health care services will not be considered for funding.

E. **IMPLEMENTATION PLAN/ORGANIZATIONAL CAPACITY:** (not to exceed 5 pages, excluding attachments)

This section focuses on the steps that must be taken and the organizational capacity needed to put the strategies/approaches into action. It should include all the elements that will be required to operationalize the strategies/approaches for the duration of the grant.

Implementation/Work Plan Activities

1. Sequentially list the activities needed to implement the strategies/approaches including timelines and responsibilities. (Exhibit 2 – sample Implementation Plan).
2. Describe the plan for recruitment and outreach of participants/clients.
3. How many individuals will the program serve?
4. Describe any anticipated barriers to participation and/or completion and your plans to overcome those barriers.
5. Describe any training that will be needed for existing and/or new staff.
6. How, when, and by whom will this training be delivered?
7. Develop a set of process objectives that will be used to measure the effectiveness of the implementation. (e.g., number of participants attending/completing, participant satisfaction, adequacy of resources, and timely completion of activities. Additional examples of process objectives may be given). Include at least one process objective for each outcome objective. (See Section C, Goals and Outcome Objectives)

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F. PROGRAMMATIC EVALUATION PLAN: (not to exceed 3 pages, excluding attachments).

This section is designed to answer questions about whether or not the program is working and what can be done to make the program more effective. The evaluation shall be directly connected to both the process objectives included in the Implementation Plan section and the outcome objectives stated in the section on Goals and Outcome Objectives. The process/formative evaluation should measure program fidelity by assessing which activities were implemented and the quality, strengths and weaknesses of the implementation. The outcomes/substantive evaluation should determine the extent to which the program has accomplished the stated goals and outcome objectives.

Process Evaluation

1. How will each process objective be measured (e.g. attendance sheets, adequacy of materials and resources, participant satisfaction surveys)?
2. Describe the plan for evaluating the process objectives including timelines for collecting and analyzing data. Who will have overall responsibility for the process evaluation?
3. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
4. How will this data be analyzed?
5. What resources (e.g. personnel, supplies etc.) will be needed to evaluate the program? The funds dedicated to evaluation shall be reflected in the budget. Attach copies (if applicable) of consultant subcontracts including resumes and description of past work.

Outcomes Evaluation

1. The outcomes evaluation design/methodology must include a valid, reliable assessment tool. Attach a sample of the evaluation tool(s) (e.g. pre/post surveys) that will be used to measure each of the outcome objectives.
2. Describe the plan for evaluating the outcome objectives including timelines for collecting and analyzing data. Who will have overall responsibility for the outcomes evaluation?
3. Attach copies (if applicable) of consultant subcontracts including resumes and description of past work, if applicable.
4. What data will be used? How will this data be collected and who will collect it? How will this data be organized once it has been collected? What procedures will be put in place to assure the quality of the data (e.g. training for data collectors, data collection forms, timeliness in administering tools)?
5. How will this data be analyzed?
6. Describe how the results of your outcome evaluation will be used to continuously improve the quality of the program throughout the duration of this grant.

G. RESOURCES AND BUDGET: (not to exceed 4 pages, excluding attachments)

1. Complete Attachment 4, Budget Development Guidelines and Worksheet. You must use this format. List all resources that will be needed to implement your program. These resources may be financial as well as involve curriculum, supplies, space, and equipment. Provide a very descriptive narrative justification for each expense category. Explain where these resources will be obtained including existing resources, other grants, donations, and contributions, both financial and in-kind.
2. Complete Attachment 5, List of other sources of funding. Provide all other funding sources that your agency receives that provide services that are similar and /or complementary to the proposed program.
3. Complete Price Sheet, Attachment 6. Provide budgetary categories that will be used in accordance with the Budget Development Guidelines and Worksheet.

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IV. STATE PROVIDED ITEMS:

Documents that may be necessary for the program:

- A. Healthy Arizona 2010: Collaborating For a Healthier Future (<http://azdhs.gov/phs/healthyaz2010/>)
- B. National Campaign to Prevent Teen Pregnancy, What Works
http://www.teenpregnancy.org/resources/reading/pdf/what_works.pdg
- C. National Campaign to Prevent Teen Pregnancy, Science Says: Adolescent Boys' Use of Health Services
http://www.teenpregnancy.org/works/pdf/Science_Says_26_boys_health.pdf
- D. National Campaign to Prevent Teen Pregnancy, Science Says, Effective and Promising Teen Pregnancy Prevention Programs for Latino Youth
http://www.teenpregnancy.org/works/pdf/Science_Says_32_latino_programs.pdf
- E. National Campaign to Prevent Teen Pregnancy, Science Says, Characteristics of Effective Curricula Based Programs
<http://www.teenpregnancy.org/works/pdf/sciencesaysEffectiveCurricula.pdf>
- F. National Campaign to Prevent Teen Pregnancy, Science Says. Another Chance: Preventing Additional Births to Teen Mothers
<http://www.teenpregnancy.org/works/pdf/AnotherChance.pdf>

V. APPROVAL:

- A. The Monthly Narrative and Data Reports attachment to include activities performed as related to the Logic Model including each of the specified tasks, a year to date cumulative report of the services provided, as well as problems encountered and potential solutions shall be approved by ADHS prior to reimbursement.
- B. The monthly Contractor's Expenditure Report (invoice) shall be approved by ADHS prior to reimbursement.
- C. Changes or updates to the Logic Model content are allowable with approval from ADHS.
- D. The revised Logic Model content that will be implemented during the next contract period shall be submitted to ADHS for approval.
- E. The Annual Narrative and Evaluation Report based on findings from the Logic Model that includes cumulative year to date data of services provided shall be approved by ADHS.
- F. Unduplicated Numbers (Exhibit 2) shall be approved by the ADHS Program Manager.
- G. Prior to the grantor publishing or recording any marketing materials (brochures, posters, public service announcements, videos, etc.) which will be paid for with the funds from this grant award, a draft of the marketing material must first be approved by ADHS. This approval must be made by the ADHS Public Information Officer prior to the dissemination of such materials or airing of such announcements.

VI. DELIVERABLES:

The Grantee shall submit:

- A. The name, phone numbers, and resume of program staff if replaced, due within 30 days of hire.
- B. A monthly narrative report of program activity, including cumulative data (exhibit 2) of services rendered due 30 days following the month of service.
- C. A monthly Contractor's Expenditure Report due 30 days following each month of service.
- D. Budget and/or expenditure documentation related to monthly invoices shall be submitted to the program manager if requested.
- E. An annual report including evaluation data and analysis due 45 days following the contract period.
- F. The revised Logic Model that will be implemented during the next contract period shall be submitted to ADHS by September 1, of each year.

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VII. NOTICES, CORRESPONDENCE, REPORTS AND INVOICES:

- A. Notices, Correspondence, Reports and Invoices from the Grantee to the ADHS shall be sent to:

Arizona Department of Health Services
Bureau of Women's and Children's Health
Teen Pregnancy Prevention Manager
150 North 18th Avenue, Suite 320
Phoenix, AZ 85007
Telephone: 602-364-1400
Facsimile: 602-364-1496

- B. Notices, Correspondence, Reports from the ADHS to the Grantee shall be sent to:

Organization: _____
Attention: _____
Street Address: _____
City, State and Zip Code: _____
Telephone: _____
E-Mail: _____

- C. Payments from ADHS to the Grantee shall be sent to:

Organization: _____
Attention: _____
Street Address: _____
City, State and Zip Code: _____
Telephone: _____
E-Mail: _____

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**ATTACHMENT 2
LOGIC MODEL MATRIX**

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ARIZONA PROGRAM DESIGN AND EVALUATION LOGIC MODEL MATRIX

← LINK →

Needs/Resources	Goals & Objectives	Strategies / Approaches	Implementation Plan	Evaluation

ATTACHMENT 3 APPLICANT EXPERIENCE
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APPLICANT'S EXPERIENCE – Page 1 of 2

Applicant shall submit two (2) completed and signed forms as part of its Application.

Applicants are required to submit information about PAST experience to verify program performance using this form. Insert the information as requested. Responses shall include the details of at least two individual contracts/grants for services related to those described in this RFGA.

Reference Contract/Grant Title: _____

Contract/Grant Term & Dates of Work _____ through _____ Geographic Area Served _____

Target Population Served _____

Narrative (Shall include the results (outcomes achieved, objectives met) of past experiences of each contract/grant and the NUMBER of past contracts/grants the Applicant has had with experience similar to those described in this RFGA):

Reference Company: _____

Contact/Grant Name and Title: _____

Telephone: _____ Address: _____ City/State/Zip: _____

ATTACHMENT 3 APPLICANT EXPERIENCE
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APPLICANT'S EXPERIENCE – Page 2 of 2

Applicant shall submit two (2) completed and signed forms as part of its Application.

Applicants are required to submit information about PAST experience to verify program performance using this form. Insert the information as requested. Responses shall include the details of at least two individual contracts/grants for services related to those described in this RFGA.

Reference Contract/Grant Title: _____

Contract/Grant Term & Dates of Work _____ through _____ Geographic Area Served _____

Target Population Served _____

Narrative (Shall include the results (outcomes achieved, objectives met) of past experiences of each contract/grant and the NUMBER of past contracts/grants the Applicant has had with experience similar to those described in this RFGA):

Reference Company: _____

Contact/Grant Name and Title: _____

Telephone: _____ Address: _____ City/State/Zip: _____

ATTACHMENT 4
BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET

RFGA NO.: HR861218

Specific types of Provider costs are to be grouped into six budget categories. Within the total cost for each budget category, a series of line item costs are to be identified. All budgeted amounts are to be rounded to the nearest dollar in each line item and budget category. It is essential that category costs be comprised of the same item costs as specified in these Guidelines.

1. PERSONNEL SERVICES

- a. Compensation for personnel services is an allowable expense for Provider employees whose work is necessary for the provision of contract services.
- b. Salaries to be charged to the service must relate directly to work on the service. Salaries of employees involved in work on non-contract services must be properly apportioned and later supported by appropriate time distribution records or any other approved method.
- c. Benefits such as vacation, sick and administrative leave, holidays and routine training participation time are to be included in the amount budgeted for an employee's salary. In addition, any salary increases due an employee during the contract period must be included in the budgeted salary costs.

2. EMPLOYEE RELATED EXPENSES (ERE)

- a. Employee related expenses (fringe benefits) are allowances and services offered by the Provider agency to its employees as compensation in addition to regular salaries. Fringe benefits must be applied only to that portion of an employee's salary or wages attributable to the service. Fringe benefits budgeted in the contract must be earned during the contract period. Benefits accrued prior to the contract, but not yet paid out, are not expenses allowed by the Department.
- b. Fringe benefits include, but are not limited to Social Security (FICA), Unemployment Insurance, Worker's Compensation, health and life insurance, and retirement. The portion of the cost of these benefits paid by the employee is not an expense of the Provider agency. The employer's cost of these benefits is an eligible Provider agency expense.

3. PROFESSIONAL AND OUTSIDE SERVICES

- a. Professional and consultant services, rendered by individuals or organizations, are allowable expenses if the services are directly related and essential to the contract service(s). The normal types of professional or outside services which may be placed in this budget category are those which relate to the legal, accounting, management, training/education, medical, social service and psychological professions.
- b. A written specification of each of the consultant services to be performed is to be available for the purpose of budget estimating and subsequent audits. The specifications normally will include estimates by item, all consultant costs such as travel, supplies, meetings or any directly related costs of the consultant. Professional and Outside services are frequently purchased on an hourly basis. It is, therefore, recommended that such services be budgeted on a per hour billing basis.

4. TRAVEL

- a. Travel will include the cost of transporting staff and clients during the provision of contract services. The following allowable travel costs are included within this category:
 - (1) Staff-owned vehicles: mileage reimbursement;
 - (2) Provider agency-owned vehicles: operating expenses and depreciation;
 - (3) Sub-contracted travel services;
 - (4) Rented vehicles;
 - (5) Government motor pool vehicles;
 - (6) Public transportation; and

ATTACHMENT 4
BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET

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(7) Per diem.

b. Staff-Owned Vehicles

The travel cost of a vehicle owned by a Provider employee should be budgeted no greater than the applicant's designated mileage reimbursement rate. In public Provider agencies, the mileage rate is determined by the branch of government with which the Provider agency is affiliated. Public Provider agencies may budget up to the maximum rate allowable in their city, county or municipality. The actual cost of tolls and parking fees may be budgeted for employees using their vehicles for contract services.

c. Provider Agency-Owned Vehicles

- (1) Travel costs for vehicles owned by a Provider agency must be budgeted on an actual cost method. Actual costs will include fuel, maintenance and repair, insurance, registration fees, tolls, parking fees and depreciation.
- (2) There are two methods to budget motor vehicles with regard to acquisition cost:
- (3) The vehicle may be purchased with Provider agency funds. The cost will be depreciated over the useful life of the vehicle. The current year depreciation expense is listed in the Travel Category of the Service Budget.
- (4) The agency may budget the entire acquisition cost as a first year expense under the Equipment Category.

d. Rented Vehicles

If either a public or private Provider agency is renting vehicles from a private rental agency, the actual rental cost plus fuel (unless fuel is included in the rental cost) should be used to budget the cost. Rental costs will be considered reasonable depending on the type and degree of use and current fair market value of the model of vehicle. If a vehicle has been rented by the Provider until its acquisition cost has been reduced to below \$5,000, it may be purchased and budgeted as a current cost.

e. Motor Pool Vehicles

Provider agencies using vehicles supplied by a county or municipal motor pool may budget for travel by using the rate fixed by the motor pool.

f. Public Transportation

In cases in which public transportation is used for authorized travel by employees or clients of the Provider, the actual cost of fares required should be estimated. Fare or any other expenses for staff members to commute to and from work are not an allowable cost.

g. Per Diem

While Providers are encouraged to minimize the overnight travel costs, certain contract services may require occasional overnight travel on the part of employees. In such cases, per diem expenses should be budgeted no greater than the applicants designated per diem reimbursement rate. For private non-profit agencies, the current State of Arizona per diem rate shall be used. For public Provider agencies, the per diem rate is determined by the branch of government with which the Provider is affiliated. Public Provider agencies may budget up to the maximum rate allowable in their city, county or municipality.

ATTACHMENT 4
BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET

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5. OTHER OPERATING

- a. Other Operating costs include materials and supplies, space and occupancy and general operating services. Costs related to space needed for the delivery of contract services are allowable expenses. Space costs include the expense of a facility and other expenses directly related to the operation of the facility. Space Costs, however, do not include the purchase or major modification of land or facilities.
- b. The costs of materials and supplies, necessary for the delivery of contract services, are allowable budgeted expenses. Such costs should be calculated by deducting from the purchase price, all cash and trade discounts, rebates, and allowances to be received by the Provider agency.

c. Program Supplies

Program supplies include consumable supplies used directly in the provision of contract services.

(1) Materials

- (a) Materials are consumable supplies used directly by the clients in the provision of contract services. Material supplies will include but need not be limited to:
- (b) Arts and Crafts;
- (c) Housekeeping Goods (dishes, linens, etc.);
- (d) Client Activities Costs;
- (e) Toys; and
- (f) Literature.

(2) Medical Supplies: Medical supplies should be budgeted on an actual cost basis.

d. Office Supplies

(1) General Office Supplies

Office supplies are consumable supplies necessary to efficient administrative and service operations of the service program. The cost of this item may be budgeted by using a reasonable base cost per employee for the contract term multiplied by the total number of employees needing office supplies. Justification of the base cost must be available upon request.

(2) Equipment

Any piece of equipment with an acquisition cost of up to \$4,999.99 will be budgeted under the Other Operating Category. Budgeting of such pieces of equipment will be done on an actual cost basis. All Pieces of equipment with an acquisition cost of \$5,000 or more should be budgeted under the Capital Outlay Category.

(3) Postage

Postage may be budgeted by applying a monthly base to the total number of months in the contract. When applicable, Provider agencies should apply for and utilize special bulk mail rates.

(4) Reproduction and Printing

The cost of printing and reproduction services, necessary for the performance of the contract, including but not limited to forms, reports, manuals and informational literature is allowable. However, if a cost for the rental of a photocopier has been budgeted, care must be taken to avoid duplication of costs. When budgeting for reproduction and printing services, enter a reasonable estimate of actual costs.

ATTACHMENT 4
BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET

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e. Maintenance of Space

This item includes costs necessary for the upkeep of the Provider's facilities which neither add to the permanent value of these facilities nor appreciably prolong their intended life, but keep them in an efficient operating condition. This includes estimates of the actual costs of material needed for the maintenance and repair of the Provider's facilities or for sub-contracted maintenance services.

f. General Operating

- (1) Central Services: Service costs such as administrative, data processing, payroll, supply and duplicating facilities on which the expense can be calculated and segregated as a direct cost are to be entered in this item. Support these budgeted expenses by indicating the basis of the cost.
- (2) Communication: Telephone and answering service costs, as well as telephone directory listings, which assist the client to identify and contact the Provider agency for contract services, will be permitted.
- (3) Bonding: Premiums for bonding costs will arise when there is a need to protect the provider agency and government against financial loss. Bonding practices beyond those which the Provider agency should normally use as good business practice will not be required. The most common bonding classification is that of a fidelity bond sufficient to cover the potential loss of accessible funds.
- (4) Advertising: To acquire quality goods or services at a low cost; to recruit potential employee; or to inform the public of the availability of services.
- (5) Training: Provider agency employees are eligible for training directly related to the contract services. The necessary and appropriate expense related to training activities is to be included in this line item. The basis for this budgeted expense must be documented in the Proposal Itemized Service Budget, and a detailed description of the training activities must be rendered in the Program/Administration Section.
- (6) Trade, Business, Technical and Professional Activities: A series of costs may be encountered which assist in providing reference background, updating employees' knowledge and maintaining liaison or contact with similar activities. Expenses in this line item will be allowable when the costs are proven to be of direct benefit to the contract services. The following types of costs may be part of this item's budget expense:
 - (a) Library - purchases and fees;
 - (b) Subscriptions - professional literature;
 - (c) Membership - dues; and
 - (d) Professional activities, clubs and meetings.
- (7) General Liability Insurance: Insurance costs are those insurance costs which the Provider is required to carry, or which are approved under the terms of the contract and any other insurance which the Provider maintains in connection with the general conduct of its business (excluding insurance on the building and contents which should be listed as a line item under Other Space Costs in the Space Category). The Provider can ascertain from the Department what types and amount of insurance coverage should be purchased.

6. CAPITAL OUTLAY (EQUIPMENT)

- a. The cost of equipment essential to the delivery of contract services and the maintenance of that equipment is allowable as a budgeted expense. Equipment which materially increases the value or useful life of a facility is unallowable.
- b. The Equipment Category, which includes office and program equipment, has been subdivided into two sections: (1) Equipment Costs, and (2) Equipment Maintenance Costs. (Provider agencies should note that vehicle-operating expenses are to be budgeted within the Travel Category.)

ATTACHMENT 4 BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET
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c. Capital Equipment Costs

Capital equipment costs may be budgeted through one of the following four methods:

- (1) Purchase;
- (2) Rental/Lease;
- (3) Depreciation; and
- (4) Use Allowance.

d. Equipment Maintenance Costs

- (1) To keep equipment at an efficient operating level, various maintenance services may be necessary.
- (2) Maintenance services provided by vendors either under a services subcontract or as random repairs will be budgeted under this sections. Care must be used that costs of maintenance services call do not duplicate maintenance fees provided for in rental agreements. Maintenance costs must be calculated in proportion to the use of the item by the Provider agency in the delivery of contract services.

7. **OTHER**

a. Administrative Costs

Administrative costs are those incurred for a common or joint purpose benefiting more than one cost objective or activity and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

ATTACHMENT 4

BUDGET DEVELOPMENT GUIDELINES AND WORKSHEET

RFGA NO.: HR861218

1. <u>Personnel</u> (use additional pages, if necessary)			Total Salary for % Allocated
FTE %	Position/Title	Name of Employee	
			\$
TOTAL			\$
2. <u>Employee Related Expenses</u>			
Item	Basis		
FICA			\$
Unemployment Insurance			\$
Worker's Compensation			\$
Retirement			\$
Life Insurance			\$
Health Insurance			\$
TOTAL			\$
3. <u>Professional and Outside Services</u>			
Item	Basis		
			\$
TOTAL			\$
4. <u>Travel Expenses</u>			
Item	Basis		
			\$
TOTAL			\$
5. <u>Other Operating</u>			
Item	Basis		
			\$
TOTAL			\$
6. <u>Capital Outlay Expenses</u>			
Item	Basis		
			\$
TOTAL			\$
7. <u>Other</u>			
Item	Basis		
			\$
TOTAL			\$
GRAND TOTAL			\$

ATTACHMENT 5
OTHER FUNDING SOURCES
RFGA NO.: HR861218

List of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source that may be utilized to support the proposed program. Also list all funding received by your agency that is utilized to provide related services. Use a continuation sheet if necessary.

Type of Funding (Federal, State, local, other)	Received From	Amount	Term of Funding (Effective date/Ending date)
TOTAL:			

**ATTACHMENT 6
PRICE SHEET**

RFGA NO.: HR861218

Price Sheet

COST REIMBURSEMENT LINE ITEMS	AMOUNT
PERSONNEL	\$
ERE	\$
PROFESSIONAL/OUTSIDE SERVICES	\$
TRAVEL EXPENSES	\$
OPERATING EXPENSES	\$
CAPITAL OUTLAY EXPENSES	\$
OTHER EXPENSES	\$
TOTAL	\$

Applicant to enter amount requested from the Budget Development Guidelines and Form in the appropriate spaces above.

Note: The Grantee is authorized to transfer among line items up to 10% of the total budget amount as shown on the Price Sheet/Fee Schedule. Any proposed transfer of funds among line items that exceeds 10% of the budget amount shall require an amendment to the grant. Transfer of funds from a funded line to a non-funded line is not allowed without an amendment.

**EXHIBIT 1
IMPLEMENTATION PLAN**

RFGA NO.: HR861218

IMPLEMENTATION PLAN

The following is provided as an **EXAMPLE ONLY**

TASK	PERSON RESPONSIBLE	VERIFICATION	START DATE	END DATE
Hire program Staff	Program Coordinator	Signed letter of Employment	April 1, 2006	May 31, 2006
Conduct/attend curriculum training	Staff	Training Certificate	April 1, 2006	May 31, 2006
Obtain school district board/agency approval	Program Coordinator	Letter of approval	April 1, 2006	June 1, 2006
Book classes for youth	Program Coordinator	List of confirmed Schools/Agencies and Schedule	May 1, 2006	June 30, 2006

EXHIBIT 2
UNDULICATED NUMBER OF INDIVIDUALS SERVED

RFGA NO.: HR861218

Form A--Unduplicated Count of Clients Served

Please fill out the green shaded cells.

Instructor/Contractor:			Unduplicated Count of Clients served Ages 11:
Month:			Unduplicated Count of Clients served Ages 12-19:
School/Site name:			Unduplicated count of all others served:
Grade level:			Fiscal Year:

Ethnicity and Gender	Age of Clients Served													
	11	12	13	14	15	16	17	18	19	P*	O*			T*
FEMALES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Black														
Hispanic														
Non-Hispanic White														
Native American														
Others														
MALES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Black														
Hispanic														
Non-Hispanic White														
Native American														
Others														
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0